



## 2019 Novel Coronavirus [COVID-19]

phd3.idaho.gov/coronavirus

# Event Plan Review

Southwest District Health (SWDH) recommends establishments follow any local or state public health legal orders regarding operations. Currently, Idaho is in Stage 3 with gatherings being limited to 50 or fewer people and should adhere to the physical distancing and sanitation requirements. Please refer to the Stay Healthy Order dated February 2, 2021 for more information: [Idaho Rebounds Stage 3 Guidelines](#)

Southwest District Health follows guidelines and recommendations provided by the Centers for Disease Control and Prevention (CDC) when reviewing event and social gathering plans. We encourage all events and social gatherings within Adams, Canyon, Gem, Owyhee, Payette, and Washington counties to follow CDC guidelines and state guidance to plan for safe and appropriate operations.

While Southwest District Health *does not have the authority to approve or endorse an event*, we appreciate the opportunity to review event plans and provide consultation and feedback as needed.

## Event Plan Submissions

**Events with plans limiting attendance to 50 people or less:** Plans are NOT REQUIRED to be submitted to the local health district but should adhere to physical distancing and sanitation requirements. Please visit: [CDC Considerations for Events and Gatherings](#) for guidance.

**Events with plans that exceed 50 people:** As outlined in the current *Stay Healthy Order*, gatherings exceeding the size and capacity limitations may receive an exemption if the organizer submits a plan for the gathering to the local health district having authority where the gathering is to occur and signs an attestation agreeing to comply with the provisions of the plan submitted to the local health district. The submitted plan and any exempted gatherings should adhere to the Physical Distancing and Sanitation Requirements.

### Next Steps for events exceeding capacity limitations:

Please complete and submit the COVID-19 Event Plan **at least 2 weeks prior** to date of event and **allow up to 3-5 business days** for review of event plans. Please answer all questions in each section by checking yes or no and provide a brief description as to how the criteria will be met.

1. Review CDC Guidelines, complete the questionnaire below, sign attestation at the end of the form, and submit to: [LiaisonPHD3@phd3.idaho.gov](mailto:LiaisonPHD3@phd3.idaho.gov)



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- ATTESTATION: The event coordinator agrees that the event will adhere to physical distancing and sanitation requirements and understands that, “the higher the level of community transmission in the area that the gathering is being held, the higher the risk of COVID-19 spreading during a gathering.” [CDC Mitigation Strategies](#)
- 2. The SWDH Liaison Team will review the plan and provide feedback and consultation as needed
- 3. The event coordinator will receive a letter of review for their records

***If plan meets CDC guidance and State Protocols for Safe Gatherings and Events: The event coordinator will receive a letter of review that serves as the exemption for the scheduled event.***

If you have any questions about filling out this form, please contact SWDH at (208) 455-5411.

**Name of Event:**

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**Estimated Number  
of Attendees:**

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**Date of Event:**

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**Event**

**Venue/Location**

**Address:**

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**Contact Name:**

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**Phone Number:**

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**Email Address:**

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### Social Distancing Measures

1. Where social distancing cannot be achieved, it is encouraged that face masks be worn by staff or those that will be in close contact with guests or other staff members. [CDC Recommendations for Masking](#).

Will face masks be worn by staff?

☐Yes ☐No

If yes, will face masks be made available for staff or those that will be in close contact with guests or other staff members?

☐Yes ☐No

Please provide actions to be taken:

2. Where social distancing cannot be achieved, it is encouraged that face masks be worn by attendees. Will your plan include a recommendation that face masks be worn by attendees?

☐Yes ☐No

If yes, will face masks be made available for attendees?

☐Yes ☐No

Please provide actions to be taken:

3. Does your plan allow for social distancing before, during, and after the event?

*Examples include: limiting attendance and modifying layouts before the event, providing physical barriers to encourage social distancing in areas where individuals may congregate during the event, staggering exit times after the event, and plans to reconfigure parking lots by limiting congregation points, and ensuring proper separation (e.g., closing every other space)?*

☐Yes ☐No

Please provide actions to be taken:



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4. In waiting areas, guests will need to maintain a distance of at least 6 ft. apart from other guests outside of their household. How will attendees be able to meet this recommendation for social distancing?

*Examples include: signs or tape to designate 6 ft. spacing.*

Please provide actions to be taken:

5. Does your plan include touchless procedures to reduce contact during monetary transactions, ticket sales, etc.?

☐ Yes ☐ No

If no, will staff be provided with additional physical barriers, gloves, face shields, etc.?

Please provide actions to be taken:

## Communication and Messaging

6. Will there be clear messages (e.g., videos) about behaviors that prevent spread of COVID-19 to staff and attendees before the event via social media, email, website, etc.?

☐ Yes ☐ No

Please provide actions to be taken:

7. Does your plan include posting signage at entrance(s) stating not to enter if patrons have *any* signs of illness or *any* underlying conditions that may increase the risk of serious complication? What will your sign include?

*Southwest District Health suggests that signage be clearly posted throughout the event and includes reminders for social distancing, good hygiene etiquette, and requesting patrons to mask. Print resources are available on the CDC web site at [CDC COVID-19 Print Resources](#)*

☐ Yes ☐ No

Please provide actions to be taken:



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### Cleaning and Sanitation

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8. Does your plan include disinfection guidelines as outlined by the CDC?

☐Yes ☐No

If yes, what is your event's plan for routine and/or increased cleaning and sanitizing of frequently touched contact surfaces?

*High contact areas include but are not limited to: counters, desks, tables, seating, restrooms, door handles, handrails, pens/pencils, clipboards, binders, debit/credit card machines, and other areas frequently used by attendees and staff. The plan should include who is responsible to conduct the disinfecting, how often, what areas, and that products used meet EPA recommendations for disinfecting. Find more information at [CDC Recommendations for Cleaning and Disinfecting](#). Staff should be familiar with the proper use of the cleaning products used to disinfect against COVID-19.*

Please provide actions to be taken:

### Staff Health Monitoring and Personal Hygiene

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9. Does your plan include education of staff to promote best health practices?

*CDC recommends staff receives education for best health practices including covering coughs, discarding used tissues, avoiding touching of the face (including eyes, nose, mouth), and frequent hand washing. More information on this topic is available at [CDC Recommendations for Cough and Sneeze Etiquette](#) and [CDC Recommendations for Handwashing](#).*

☐Yes ☐No

Please provide actions to be taken:



## 2019 Novel Coronavirus [COVID-19]

phd3.idaho.gov/coronavirus

- 10.** Does your plan include employee education regarding illness and how you will respond should staff experience a COVID-19 exposure?

*Examples include: information/plan should a staff member become sick or have been in close contact with a confirmed COVID-19 case and not able to work, re-entry plan for when staff can return to work after exposure or positive COVID-19 test result, and a plan should a staff member begin developing symptoms during a shift?*

☐Yes ☐No

Please provide actions to be taken:

### Dining or Banquet Areas *(if applicable)*

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- 11.** Does your plan include protocols for dining or banquet areas?

*Examples include, but are not limited to: disposable menus, disinfection of menus between each use, contactless payment, proper staff for serving, physical barriers around food, individual portions, avoid offering self-served items, etc. [CDC Recommendations for Events and Gatherings](#)*

☐Yes ☐No

Please provide actions to be taken:

- 12.** Do you have any additional procedures, policies, or concerns you would like to address?



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### Event Plan Submission

In submitting this event plan to Southwest District Health for review, you agree to follow CDC guidance and State Protocols for Safe Gatherings and Events to reduce the risk of COVID-19 transmission and the Governor of Idaho's *Stay Healthy Order*, dated February 2, 2021; and ensure your commitment to implement this plan, as submitted.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_



SERVING ADAMS - CANYON - GEM - OWYHEE - PAYETTE - WASHINGTON COUNTIES

For current COVID-19 information visit <https://phd3.idaho.gov/coronavirus/> The COVID-19 Hotline is available Monday-Friday 8:00 AM-5:00 PM (208) 455-5411